

Emergency Management Competency 4.2

Competency 4.2 Emergency Management personnel shall demonstrate a working level knowledge of the development, review, and approval process for emergency management documentation.

1. Supporting Knowledge and Skills

- a. Describe the process for review and approval of the following documents:
 - Facility/site hazards assessments
 - Facility emergency plans
 - Site emergency plans
 - Facility/site implementing procedures
- b. Describe the process for developing and submitting corrective action plans in response to evaluation and appraisal findings.
- c. Describe the process for developing, reviewing, submitting, and approving Emergency Readiness Assurance Plans.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read DOE Order 5500.10, *Emergency Readiness Assurance Program*.

Read DOE Order 5500.3A, *Planning and Preparedness for Operational Emergencies*.

Read the DOE Emergency Management Guide *Emergency Readiness Assurance Plans*.

Read the DOE Emergency Management Guide *Hazards Assessment*.

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Read the facility/site hazards assessments, emergency plans, and implementing procedures for your facility and site.

EXERCISE 4.2-A What is the purpose of the ERAP?

EXERCISE 4.2-B What is the planning cycle (span of years) of the ERAP?

EXERCISE 4.2-C At what level of responsibility and authority is the requirement to review contractor compliance and to act as the Federal On-Scene Coordinator for contractor response under the National Oil and Hazardous Substances Pollution Contingency Plan?

EXERCISE 4.2-D What position has the responsibility for preparation of the ERAPs and annual updates?

EXERCISE 4.2-E What is the purpose of emergency readiness assurance appraisals?

EXERCISE 4.2-F How should findings and corrective actions identified in the Emergency Readiness Assurance Appraisals be addressed?

EXERCISE 4.2-G What are the requirements, generally, for emergency management program administration and documentation as stated in DOE Order 5500.3A?

3. Summary

Emergency management documentation is the auditable evidence that DOE facilities/sites are in compliance with good management practices and the regulatory requirements of emergency management in the DOE system. A well-documented and carefully prepared Emergency Management System will ensure that DOE has a systematic plan for protecting the safety and health of workers and the public, and for protecting property and the environment in the event of an emergency. The emergency management system is to enable the facilities/sites to respond to an emergency in a timely, efficient, and effective manner.

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4. Exercise Solutions

EXERCISE 4.2-A What is the purpose of the ERAP?

ANSWER 4.2-A “. . . assuring that the Department of Energy (DOE) Emergency Management System (EMS) is ready to respond promptly, efficiently, and effectively to any emergency involving DOE facilities or requiring DOE assistance.” (DOE Order 5500.10, Section 1).

EXERCISE 4.2-B What is the planning cycle (span of years) of the ERAP?

ANSWER 4.2-B The ERAP covers a five fiscal year period from the initial preparation or the last update and must be updated annually.

EXERCISE 4.2-C At what level of responsibility and authority is the requirement to review contractor compliance and to act as the Federal On-Scene Coordinator for contractor response under the National Oil and Hazardous Substances Pollution Contingency Plan?

ANSWER 4.2-C “This responsibility is at the level of heads of field organizations” (DOE Order 5500.10, Section 8.d).

EXERCISE 4.2-D What position has the responsibility for preparation of the ERAPs and annual updates?

ANSWER 4.2-D “This responsibility is assigned to the Manager/Administrator of each DOE- or contractor-operated facility” (DOE Order 5500.10, Section 8.d.(7)).

EXERCISE 4.2-E What is the purpose of Emergency Readiness Assurance Appraisals?

ANSWER 4.2-E “Appraisals assess the ability of DOE elements and DOE- or contractor-operated facilities to meet applicable requirements of the EMS” (DOE Order 5500.10, Section 10).

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EXERCISE 4.2-F How should findings and corrective actions identified in the Emergency Readiness Assurance Appraisals be addressed?

ANSWER 4.2-F “Findings and Corrective Actions: With a focus on major findings, summarize outstanding appraisal findings, citing the corrections assigned as well as those corrective actions validated as resolved during the past fiscal year. Identify the priority for completion and estimated completion dates for correction of open, major findings. Related findings and corrective actions should be consolidated, as much as possible. A verbatim statement of findings and corrective actions from previous reports is not appropriate for an ERAP” (DOE Emergency Management Guide *Emergency Readiness Assurance Plan*, Section D.2.g).

EXERCISE 4.2-G What are the requirements, generally, for emergency management program administration and documentation as stated in DOE Order 5500.3A?

ANSWER 4.2-G Responsibility for the program must be assigned to an individual at each facility subject to DOE Order 5500.3A. “This individual’s responsibilities shall include development and maintenance of the emergency plan, development of the Emergency Readiness Assurance Plan (ERAP) and annual updates, development and conduct of training and exercise programs, coordination of assessment activities, development of related documentation, and coordination of emergency resources” (DOE Order 5500.3A, Section 11.c(13)(a)).

Further, the emergency plan and implementing procedures must be controlled, and distribution documents annually reviewed and updated. “An internal assessment of all aspects of the emergency management program must be conducted annually by persons not directly responsible for administration of the program or response activity being assessed” (DOE Order 5500.3A, Section 11.c(13)(c)).

The emergency plan must describe the provisions for response to an operational emergency and be supported by appropriate procedures. The documentation must include emergency records for review and reconstruction of major communications and actions taken during an emergency, including operator logs and emergency response organization documentation. The details required are provided in DOE Order 5500.3A, Section 11.d.